

# Application for Retrieval of Archived Student Data

**\*Note, as of Fall Semester 2011, We will no longer be providing DVD's nor CD's. Students MUST provide their own usb thumb/external drive with the appropriate disk space to retrieve data. Your device must be label with your information.**

**-I.T.**

(Please Print Clearly)

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Email & Cell Phone(Optional):** \_\_\_\_\_

Please provide a list of the files and /or folders that you would like to be placed on your drive.  
(Please be specific)

**Year(s):** \_\_\_\_\_

**Term(s):** \_\_\_\_\_

**File/Folder(s):** \_\_\_\_\_

Drop off/Request Signature & Date

**Student:** \_\_\_\_\_

**Request Date:** \_\_\_\_\_

**I.T. Rep:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

**Pick up signature & date:** \_\_\_\_\_

\*Please note: Once complete, an email will be sent to you. You can pick it up at the front desk.